

**Job Posting (April 2017)**  
**Donor Relations Manager**  
*Full-time, Exempt*

**The Opportunity**

California Shakespeare Theater (Cal Shakes) seeks a dynamic, innovative, and entrepreneurial individual who has demonstrated success in fundraising to serve as our **Donor Relations Manager**. A passionate storyteller and relationship builder, the Donor Relations Manager articulates the Cal Shakes story for donors and prospects through direct response and other community gifts programs. This is an excellent opportunity to play a key role in the fundraising operations of a nationally recognized regional theater. This position supervises the Donor Stewardship & Events Coordinator.

**Our Mission**

Cal Shakes redefines the classical theater for the 21<sup>st</sup> Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

**The Organization**

We are a nationally recognized regional theater with offices in Berkeley, an outdoor performance venue in Orinda, and education and community programs throughout the Bay Area. Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area.

We have an inclusive work environment and actively embrace a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our communities to apply.

**Essential Duties and Responsibilities**

- Develop campaign goals, strategies, and messaging for targeted audiences and execute multi-channel campaign communications
- Project manage direct mail, telefunding, Audience Ask, email, and online (including crowdfunding, peer to peer and social media) campaigns
- Oversee/write appeals and other individual donor solicitations and communications
- Provide support for major donor, legacy giving, and other stewardship activities being performed by the board of directors and other development staff
- Oversee donor acknowledgment and benefits fulfillment programs, creating systems to support moves management through frequent contact and acknowledgment, and write copy for template communications
- Provide ongoing support and oversight to Stewardship & Events Coordinator, helping ensure they can meet high performance standards and accomplish annual goals, foster their sense of ownership and job satisfaction, and facilitate their professional development
- Contribute to a healthy, inclusive, collaborative work culture within the department and across the organization

**Qualifications and Skills**

- A minimum of three years of demonstrated success in nonprofit fundraising or a related field, including donor relations, campaign management, and multi-channel communications
- A minimum of one year of experience supervising staff, and the ability to guide, motivate, and support fellow team members
- A respect for diverse backgrounds and voices, and a commitment to inclusion and equity
- A good communicator with the ability to interact with donors and other stakeholders to help align their interests and needs with those of Cal Shakes'
- Aptitude for creating connections and building relationships
- A positive attitude and demonstrated ability to manage multiple activities and responsibilities in a highly engaged environment
- Basic proficiency in Word, Excel, and web-based research, and can quickly learn new software programs

**Special Environmental Factors**

- Work in an office environment, sustained posture in a seated position for prolonged periods of time
- Open, lively office setting
- Position requires occasional evening and weekend hours, particularly during the performance season
- Theater is open-air; activities may require extended standing and walking on uneven surfaces

**Supervision:** The Donor Relations Manager reports to the Director of Philanthropy

**Compensation:** Salary (DOE) plus a comprehensive benefits plan including medical and dental insurance, 403(B) plan, vacation, sick leave and holidays.

**Application:** Email your cover letter, resume, and desired salary range to [opportunities@calshakes.org](mailto:opportunities@calshakes.org).